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| RE             | TO      |
| RECORDS        | MENT    |
| ADMINISTRATIVE | SERVICE |

Chief, Machine Records Branch

Chief, Records Services Division

Preparation of Operating Procedures

1. Attached is a suggested outline for the assignment of project planners or others to the writing of operating procedures.

2. I suggest that you complete this form to show the title of all procedures which must be written and make assignments for their completion. If possible, please submit this outline to me by 11 September.

3. In addition to this form, I will send you later a suggested format for reporting progress on each one of these assignments. In this way I think we can have some definite plan for proceeding with the completion of the required operating procedures.

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Attachment

cc: DSD/LCC:ew

